MOVING ABOUT A SHEET

A ***task sheet*** displays your data in columns and rows. The columns to the left of the Gantt chart actually represent part of a ***sheet***. As you scroll around and enter or change data you can sometimes get lost in a task or resource sheet. There are some ~~basic~~ keyboard keys that will help you to move about and, if necessary, re-orientate the project sheet so that you can get your bearings.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file J304 Creating Tasks_4.mpp...

1 Hold down ~~the~~ `Ctrl` ~~key~~ and press `Home` to return to the top left corner of the table

2 Press `Pg Dn` to jump down one screen

3 Press `Pg Up` to jump up one screen

4 Press `End` to move right in the table to the last column in the current row

5 Press `Home` to move left in the table to the first column in the current row

①

	❶	Task Name	Duration	Start	Finish	Predecessors
1		⊟ **Planning**	**1 day?**	**Mon 07/05/07**	**Mon 07/05/07**	
2		Create architectural p	1 day?	Mon 07/05/07	Mon 07/05/07	
3		Submit plans for appr	1 day?	Mon 07/05/07	Mon 07/05/07	
4		Order materials	1 day?	Mon 07/05/07	Mon 07/05/07	
5		⊟ **Site Works**	**1 day?**	**Mon 07/05/07**	**Mon 07/05/07**	
6		Erect fencing	1 day?	Mon 07/05/07	Mon 07/05/07	

②

	❶	Task Name	Duration	Start	Finish	Predecessors

For Your Reference…

To ***move*** about a ***sheet view***:

1. `Ctrl` + `Home` takes you to the top left hand corner of the sheet
2. `Ctrl` + `End` takes you to the bottom right hand corner of the sheet

Handy to Know…

- `Alt` + `Home` moves you to the start of the timeline.
- `Alt` + `End` moves you to the end of the timeline.
- `Ctrl` + `End` takes you to the bottom right hand corner of the sheet

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